



New Jersey Department of Children and Families Policy Manual

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| Issuance: | 5.20a | CP&P Form 5-20a, Notice of Regional Placement Conference (Foster Parents) | |

Click here to view CP&P Form [5-20a](#), Notice of Regional Placement Conference (Foster Parent)

WHEN TO USE IT

The form is used to:

- Invite the resource parent (s) and the foster child to the Regional Placement Conference;
- Notify resource parent(s) in writing of the date, time and place of the scheduled conference;
- Request resource parent(s) telephone the Worker or Supervisor to decline or confirm attendance; and
- Encourage resource parent(s) to submit summary information concerning the child's placement and adjustment.

HOW TO USE IT

Complete this form in the NJ Spirit application, by accessing it through the Desktop > Create > Case Work > Administrative > Other Meeting > Notify Tab > Options drop down.

Only complete this template outside of the NJ Spirit application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ Spirit when the application becomes available.

Each field is prefilled by NJ Sprit. The Worker or Supervisor who prepared the letter signs it. Send the letter to the resource parent(s) approximately two weeks prior to the scheduled conference date.

DISTRIBUTION:

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| Original | - | Resource Parent(s) (signed paper copy) |
| Electronic Copy | - | NJ SPIRIT Electronic Case Record |